

RESTRICTED

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : General Counsel, Rm 317-A South

FROM : Chief, Personnel Procurement Division

SUBJECT: Prospective Clerical Personnel

DATE: 4 February 1953

1. It is believed that a profitable source of clerical employees for the Agency may be found among the acquaintances of present Agency personnel.

2. At the request of the Personnel Director, we are asking you to arrange for the distribution of the accompanying memorandum to all employees in the office or offices under your jurisdiction. It is suggested this might best be done through payroll clerks at the time of distribution of checks.

3. Your cooperation will be an important help to the Personnel Office in the meeting of clerical requirements for the Agency.

PPD/JAC, JR:cja  
(3Feb53)

## Distribution:

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